

## Arizona Integrated Employment Conference

### Scope of Work

#### **Purpose:**

The purpose of this project is to design and implement an Integrated Employment Conference, bringing together consumers, family members, advocates, disability organizations, providers, and potential /actual employers to interactively participate in identifying obstacles and opportunities that exist in attaining increased integrated employment for persons with developmental disabilities.

For purposes of this Scope of Work, Conference can be multiple mini-half day Conferences in various locations around the state or a large Conference held in a metropolitan city.

The Conference will be the first step in developing a unified approach to addressing integrated employment needs from the consumer standpoint allowing for the compilation and distribution of information in the following areas:

1. A centralized process for accessing information related to various government, non-profit and community resources that is understandable and user friendly for persons with developmental disabilities.
2. Information and potential solutions addressing the barriers identified at the conference that impede persons with developmental disabilities in attaining integrated employment.
3. Information, training and potential action to access opportunities that lead to attainment of jobs in integrated work settings.
4. Prototypes of approaches that can be used in effectively strengthening and establishing new consumer to business relationships at both the entrepreneur and employee/employer levels.
5. Consumer and family based networks that can be strengthened, expanded or created that are designed specifically for persons with developmental disabilities addressing multiple areas related to seeking and successfully obtaining competitive employment.
6. Strengthening, expanding or creating data collection efforts that compile useful information pertaining to the experiences of persons with developmental disabilities in obtaining and maintaining integrated employment.

#### **Definition of Developmental Disabilities & Integrated Employment:**

##### Developmental Disabilities

For the purposes of this project, the ADDPC will apply the definition of developmental disabilities as found within Public Law 106-402, also known as “The Developmental Disabilities Assistance and Bill of Rights Act of 2000”. The Act is available for review on the ADDPC website found at <http://www.azgovernor.gov/DDPC/>

### Integrated Employment

In this project the definition of Integrated Employment includes jobs that are:

- Paid at a competitive rate, no less than the Federal/State Minimum Wage.
- Offer benefits, such as vacation and sick leave and health insurance benefits.
- Are not segregated in nature where persons with developmental disabilities are housed together to perform work. Work activities are community based where persons with developmental disabilities are integrated with other workers who may or may not have disabilities.

### Timeframe for Project Duration/Completion:

The ADDPC seeks to select a contractor by November 15, 2011 with completion of the Key Activities by December 30, 2012.

### Key Activities:

The following are the key activities to be undertaken by the contractor:

1. Initiate and facilitate planning of the Conference, bringing together an advisory committee, of 7-13 members, comprised of community professionals, consumers, family members and advocates who by their membership can effectively represent the issues of integrated employment and entrepreneurship/micro-employment among persons with developmental disabilities. The advisory committee will thoroughly evaluate barriers to integrated employment that can best be addressed in a Conference environment to facilitate meaningful dialogue, generate ideas, select speakers, identify Conference location(s), and develop initial strategies to address identified integrated employment needs. The advisory committee will meet as often as necessary, with the contractor, to assist in detailing topics, issues and supports that will be needed in developing a successful conference.
2. Research state employment needs and develop conference content which addresses labor market needs and self-employment opportunities.
3. Develop the content of the Conference, by selecting topic and issue areas in conjunction with the advisory committee. The contractor will ensure that topic/issue areas represent current and emerging concerns that will be addressed in a new, creative and substantive manner. All topic/issues will be made as interactive as possible and will include in all presentations, take-away materials that may be later used by participants.
4. Identify the format/location of the Conference, choosing between a single, large event in a centralized location, or smaller, multiple Conferences in varied locations across the state. In this function, the contractor, will also determine the length of the Conference. The choice of format/location will be based on the greatest potential for maximum participation by consumers, family members, advocate, policymakers, and other stakeholders, in open forums to collect ideas and structure the content of the Conference reflective of diverse input.
5. Identify and select speakers (locally, regionally or nationally) who have proven competencies in integrated employment issues pertaining to persons with developmental disabilities; possess effective verbal and non-verbal communication skills to assure success in working within the Conference; possess

- demonstrated competencies in presentation skills; have well developed interactive skills that include the ability to work well within an audience participation setting, obtaining information from the audience and translating it into meaningful dialogue and conclusions; demonstrated audience management skills in addressing potential excessive audience verbalization, staying within time schedules; demonstrated competencies in using current IT software/hardware in making presentations.
6. Develop and implement an exhibit format, inviting exhibitors pertinent to the Conference to set-up tables and displays with information that will be of use to participants. The exhibits will be presented on-site in areas proximate to the location of conferences and break-out sessions.
  7. Select and confirm dates(s) for the Conference. Develop implementation of marketing strategies that will establish awareness of the scheduled Conference using a variety of electronic, print, and person based mediums.
  8. Design and develop a database that will be used in the participant registration process to effectively obtain key registrant data (including employment status) confirm registration with the participant, distribute necessary information to all essential planners and store registrant data for later use by the ADDPC.
  9. Design support structure for the Conference detailing the use of volunteers from identified agencies in assisting and carrying out necessary pre-conference, conference, and post-conference functions.

**Special Note: The ADDPC will work with a separate vendor to finalize hotel contracts that are selected from the Advisory Committee for Conference site(s). Costs for meeting space, IT equipment, food/beverage will be coordinated and arranged by this separate vendor. Do not add this cost in your overall budget estimate.**

**Deliverables:**

1. Establish a detailed project plan that will consist of the following:
  - Outline of each project activities, as listed above, with a final written report detailing findings and recommendation on the next step for Conference Implementation.
  - Benchmark dates for measuring success in meeting developed objectives.
  - Detailed description of products and deliverables citing scope, content and deliverable date(s).
2. Meet in face to face meetings, on a scheduled basis, no less than monthly, with ADDPC staff to advise on progress and issues related to the completion of the project. Written minutes, detailing meeting dates, times, attendees, and topics of discussion will be completed and submitted to the ADDPC.
3. Submit monthly written reports outlining activities and attainment of objectives assigned benchmark dates.
4. Develop supplemental reports, presentations and other materials as necessary to the ADDPC.
5. Maintain availability for meetings with ADDPC and Standing Committees, as needed.